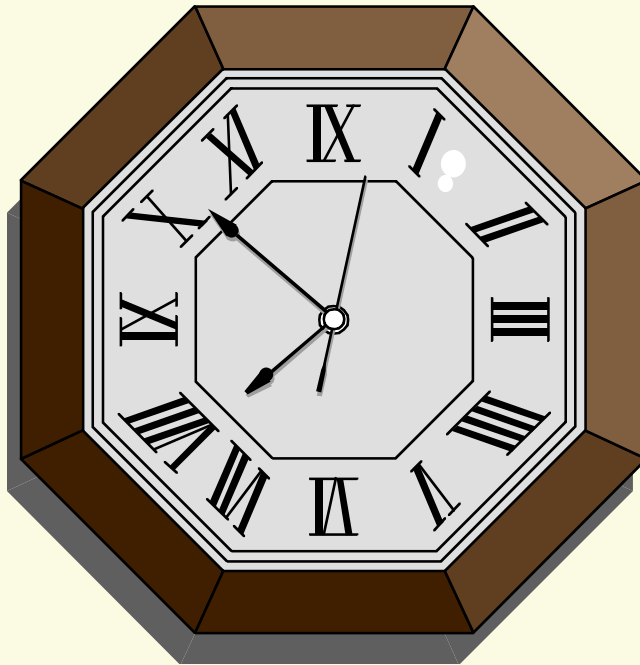


# Time Management

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**The Key to Successful Study Management**

<http://www.engin.umich.edu/students/support/mepo/ELRC/timemanage.pps>

# Student Priorities

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**#1      Attending Classes**

**#2      Academic Time: Studying, Homework,  
Preparing for Class, Office Hours, Group Study  
\*\*\*Minimum 30 hours/week\*\*\***

**#3      Other**

- **Activities & Organizations**
- **Part-Time Work**
- **Personal Business**
- **Entertainment/Relaxation**

# 6-Step Approach to Managing Your Time

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**Step 1: Create a Weekly Schedule for your typical week.**

**Step 2: Identify major responsibilities for each class throughout the term (exams, projects, papers, problem sets, etc.).**

**Step 3: Create timelines for each major responsibility.**

**Step 4: Create weekly study plans, integrating activities of each timeline into the weekly study plan.**

**Step 5: On a daily basis, plan your study time to achieve specific outcomes for each course.**

**Step 6: At the end of each day and each week, match your actual activities with your plan to see how well you stayed on track.**

<http://www.english.munich.edu/students/support/notes/L2-6/TimeManage.ppt>

# Step 1: Create a Weekly Schedule

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- ✓ **Classes (include travel time)**
- ✓ **Regularly scheduled activities such as part-time work, organizational activities, etc. (These should not exceed 10-12 hours per week.)**
- ✓ **Academic time including individual study, group study, office hours, tutoring – minimum of 30 hours. (Consider your optimal study time -- when you are most alert.)**
- ✓ **Meals and Personal business (laundry, cleaning, financial business, communications with friends and family, etc.)**
- ✓ **Sleep and Rest, Relaxation, Exercise, Social Activities**

# Sample Weekly Schedule

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
8:00 AM							
9:00 AM	Academic Time	Academic Time	Academic Time	Academic Time	Academic Time	Work	Personal Time
10:00 AM	Math 115		Math 115		Math 115		
11:00 AM	Humanities	Personal Time	Humanities	Personal Time	Humanities		
12:00 PM	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
1:00 PM	Chemistry 130	Academic Time	Chemistry 130		Engineering 100 Discussion	Chemistry 130	Academic Time
2:00 PM	Academic Time		Engineering 100	Academic Time	Engineering 100	Work	
3:00 PM		Work					
4:00 PM	Chemistry Discussion	Personal Time	Personal Time	Personal Time	Personal Time	Personal Time	Personal Time
5:00 PM	Personal Time						
6:00 PM	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner
7:00 PM	Personal Time	Meeting	Personal Time	Meeting	Academic Time	Academic Time	Academic Time
8:00 PM	Academic Time	Academic Time	Academic Time	Academic Time			
9:00 PM							
10:00 PM							
11:00 PM							
12:00 AM	Personal Time	Personal Time	Personal Time	Personal Time	Personal/ Entertainment	Personal/ Entertainment	Personal Time

## Step 2: Identify Major Responsibilities

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- ✓ **By the end of the first week of the term, identify the dates for all major responsibilities:**

- **Exams**
- **Papers**
- **Weekly Problem Sets**
- **Group Projects**
- **Lab Projects**

- ✓ **To get the information:**

- **Consult the syllabus**
- **Consult the course website**
- **Ask the instructor**

<http://www.sigc.edu/students/support/mepo/ELRC/timemanage.pps>

## Step 3: Create Timelines

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- ✓ **Include all necessary activities to complete the responsibility**
- ✓ **Spread your work out over a sufficient period of time**
- ✓ **See where the potential “bottlenecks” may occur throughout the term so you can plan accordingly**

## Example of Timeline for Exam Preparation

Dec. 2	Dec. 3	Dec. 4-6	Dec. 7	Dec. 8
<b>Get old exams</b> (course website, instructor, friends, library, learning centers)	<b>Analyze old exams and create topic checklist</b>	<b>Identify and work problems for each topic area</b> (keep track of your difficulties so you can ask questions)	<b>Work with study partners to predict and solve possible exam problems</b>	<b>Create any allowed study aids for the exam</b>

Dec. 9	Dec. 10	Dec. 11-12	Dec. 12	Dec. 13
<b>Take a practice test under simulated exam conditions</b>	<b>Get feedback on practice test/ Identify trouble spots</b>	<b>Do more problems in trouble areas</b>	<b>Review exam topic checklist as a final preparation</b>	<b>Math Final</b>



## Example of Timeline for Weekly Problem Sets

Wednesday	Thursday	Friday	Weekend
Problem set assigned/ Read through all problems to see what material is covered	Begin working on problems. Attempt ALL problems to identify difficulties early on.	Get any questions answered to continue working on problems.	Continue working on problems. Work with study partners if allowed.

Monday	Tuesday	Wednesday
FINAL PUSH Work as if problems are due Tuesday.	Know what resources are available to get help if still needed.	Problem Set Due

## Step 4: Create Weekly Study Plans

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- ✓ Identify and schedule typical study activities for the week.
  - Read the text
  - Reorganize and edit lecture notes
  - Complete regular homework assignments
  - Outline main concepts covered in notes and homework
  - Work with study partners to clarify concepts to each other
  - Schedule visits for office hours, tutoring, etc.
- ✓ Integrate activities for major responsibilities into weekly study plan.

# Example of Weekly Study Plan for Math

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
8:00 AM	Review Lec. Notes Preview 45 minutes		Review Lec. Notes Preview Prof. Off. Hours 60 minutes		Review Lec. Notes Preview 45 minutes		
9:00 AM	Math 115	Academic Time	Math 115	Academic Time	Math 115	Work	Personal Time
10:00 AM	Humanities	Personal Time	Humanities	Personal Time	Humanities		
11:00 AM	Lunch	Lunch	Lunch	Lunch	Lunch		
12:00 PM	Chemistry 130	Academic Time	Chemistry 130	Engineering 100 Discussion Engineering 100	Chemistry 130	Academic Time	Academic Time
1:00 PM	Re-Organize/Edit Notes from Math 30 minutes	Engineering 100	Re-Organize/Edit Notes from Math 30 minutes		Re-Organize/Edit Notes from Math 30 minutes		
2:00 PM	Chemistry Discussion	Personal Time	Work	Personal Time	Work		
3:00 PM	Personal Time	Dinner	Personal Time	Dinner	Personal Time	Dinner	Dinner
4:00 PM	Personal Time	Meeting	Personal Time	Meeting	Math HW individually 60 minutes Clarify concepts with study partner 30 minutes	Academic Time	Math Homework 60 minutes Exam Prep. Activities 30 minutes
5:00 PM	Math HW individually 60 minutes Clarify concepts with study partner 30 minutes	Academic Time	Math Homework 60 minutes Exam Prep. Activities 30 minutes	Academic Time			
6:00 PM							
7:00 PM					Entertainment	Personal/ Entertainment	
8:00 PM	Personal Time	Personal Time	Personal Time	Personal Time			Personal Time
9:00 PM							
10:00 PM							
11:00 PM							
12:00 AM							

<http://www.engr.umich.edu/students/superv/mepo/ELRC/timemanage.pps>

# Step 5: Daily Study Plan

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- ✓ **Create a checklist of SPECIFIC OUTCOMES for your daily study plan, e.g.**
  - 10 completed homework problems
  - reorganized/edited lecture notes
  - listing of main concepts from lecture
  - list of questions for office hours
  - list of topics for upcoming exam
  - 3 predicted exam problems
  - etc.
- ✓ **Determine how much time to spend on each item.**
- ✓ **Track what gets completed and what does not and plan the next day accordingly.**

# Example of Daily Study Plan for Math

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Math		
Outcome	Time	Progress
Reorganize/edit lecture notes	30 min.	<input type="checkbox"/>
10 completed HW problems	60 min.	completed 8
List of main topics covered in HW set	15 min.	<input type="checkbox"/>
Questions for office hours	15 min.	<input type="checkbox"/>

**For tomorrow:** Get questions answered for problems #8 and #12 and finish them tomorrow.

## Step 6: Evaluating your Progress

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### **At the end of each day, match progress with planned outcomes.**

- ✓ If planned outcomes are taking longer than expected, either
  - increase your study time accordingly, or
  - find resources to get help; don't spend long periods of time "being stuck"
- ✓ If "distractions" are occurring regularly, recognize the amount of time being misspent.
- ✓ Build in breaks to your study time and limit the amount of time allowed for distractions.

### **At the end of each week, match progress with planned outcomes.**

- ✓ If you are not on track with your weekly goals, make appropriate adjustments for the following week – don't allow yourself to get off track more than a week without making some adjustments.

# Remember the Six Steps

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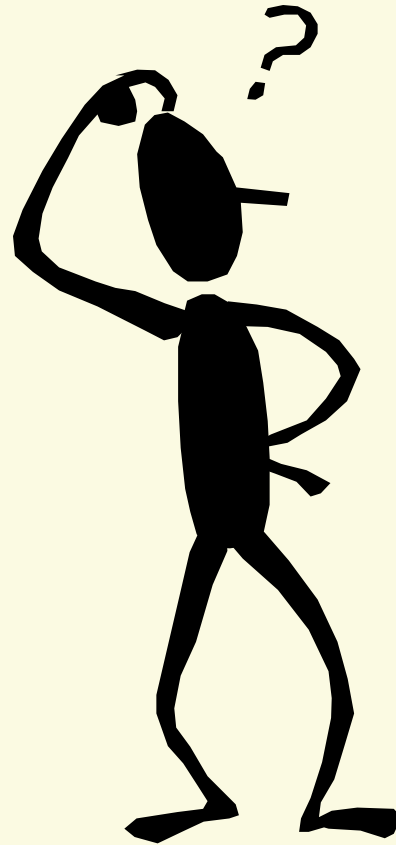
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# Any Questions????

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